

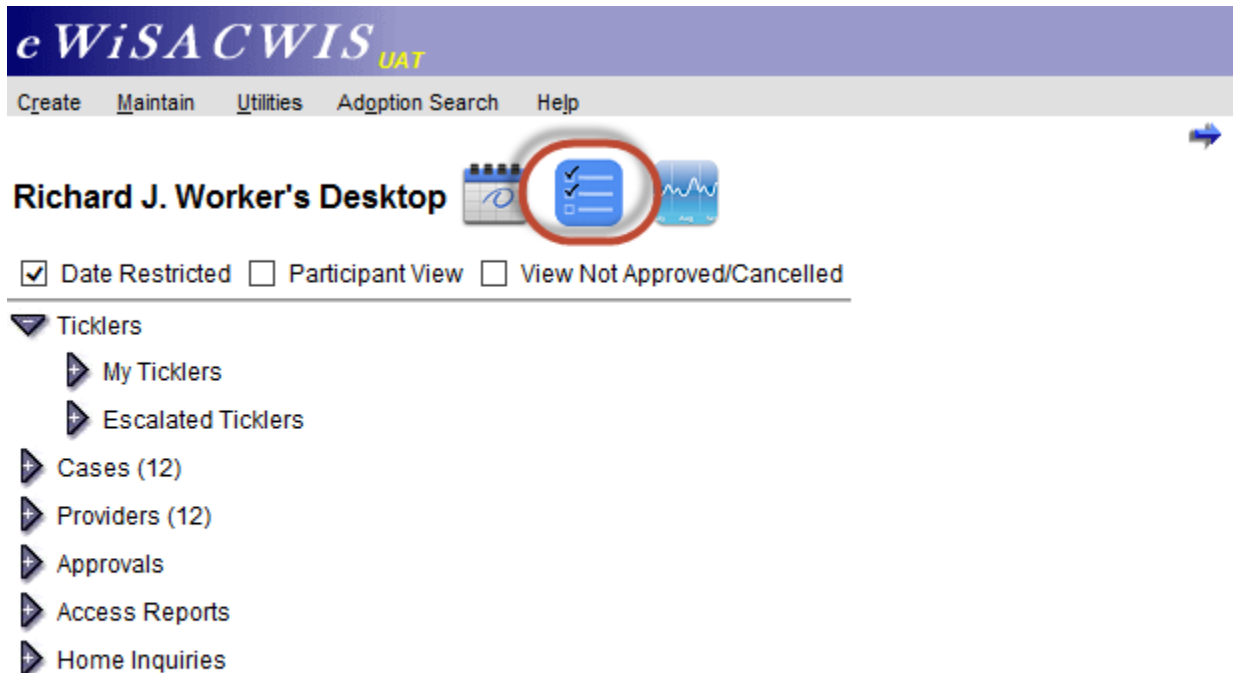
## Task List

The eWiSACWIS Task List can be used by workers to track current, upcoming, and overdue tasks, including both system generated (ticklers) and worker entered (manual) tasks. For supervisors the Task List can also be used to manage their workers workload.

**Note:** Currently the Task List shows the following ticklers. Additional ticklers will be added with future releases.

- Initial Assessment Due
- Create Notice of Right to Review
- Maltreater Review No Response Letter Due
- Maltreater Review Determination Due
- Confirming Safe Environments
- Reconfirming Safe Environments
- 30-Day CANS
- 6-Month CANS

To access the Task List, click the Icon next to the worker name on the desktop. If a worker has overdue tasks, the Task List will display immediately upon logging into eWiSACWIS.



When opened the Task List displays tasks due in the next 10 days with overdue tasks listed on top.

Refresh Print Help

**View**  
Worker: Worker, Richard J.      Due: Next 10 Days      Case: All

**Task List as of 4/7/15 8:53 AM**
Tasks 1 to 22 of 22

Due Date	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With
<a href="#">08/08/10</a>	-1703	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">09/17/10</a>	-1663	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
<a href="#">09/17/10</a>	-1663	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
<a href="#">09/20/10</a>	-1660	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
<a href="#">05/21/11</a>	-1417	Slacks, Mimmy J. (9222336)	Slacks, Max (9226536)	30-day CANS	Worker, Richard J.	
<a href="#">01/11/13</a>	-816	Worker, Betty (9221931)	Partridge, Christopher (10818)	CSE	Worker, Richard J.	
<a href="#">01/31/13</a>	-796	Worker, Betty (9221931)	Partridge, Christopher (10818)	30-day CANS	Worker, Richard J.	
<a href="#">03/31/13</a>	-737	Test, Parent (9223300)	Test, Child (9227931)	30-day CANS	Worker, Richard J.	
<a href="#">04/24/13</a>	-713	Smith, Mom Jr. (9223180)	Smith, Child Two (9227572)	6-month CANS	Worker, Richard J.	
<a href="#">08/07/13</a>	-608	Smith, Mom Jr. (9223180)	Smith, Child Two (9227572)	RCSE	Worker, Richard J.	
<a href="#">08/10/13</a>	-605	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">08/16/13</a>	-599	Smith, Judy (9223520)	N/A	IA Due	Worker, Richard J.	
<a href="#">10/11/13</a>	-543	Smith, Mom Jr. (9223180)	Smith, Child One (9227571)	CSE	Worker, Richard J.	
<a href="#">03/03/14</a>	-400	Smith, Mom Jr. (9223180)	Smith, Child One (9227571)	30-day CANS	Worker, Richard J.	
<a href="#">03/12/14</a>	-391	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">03/15/14</a>	-388	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">06/11/14</a>	-300	Bumble, Bea (9222376)	Bramble-Bumble, Queen (9226605)	CSE	Worker, Richard J.	

[My Calendar](#)
[Create Task](#)
[Close](#)

Use the Due dropdown to see tasks due in the next 10 days, next 6 months, next 12 months or only overdue tasks.

Use the Case dropdown to filter and only show tasks for a particular case.

Refresh Print Help

**View**  
Worker: Worker, Richard J.      Due: Next 10 Days      Case: All

**Task List as of 4/7/15 8:53 AM**
Tasks 1 to 22 of 22

The Create Task link can be used to create a Manual Task. Once saved, these tasks also display on the calendar.

<a href="#">03/12/14</a>	-392	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">03/15/14</a>	-389	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
<a href="#">06/11/14</a>	-301	Bumble, Bea (9222376)	Bramble-Bumble, Queen (9226605)	CSE	Worker, Richard J.	

[My Calendar](#)
[Create Task](#)
[Close](#)

On the Task page, select the type of Manual Task; Case, Provider or Other. Next, enter the Due/End Date, task name, and description.

For Manual Task (Case) or Manual Task (Provider) a dropdown menu of the worker's assigned cases or providers is available to select from. Click the Participant(s) link to select specific participants.

eWiSACWIS UAT

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### Task Details

Type: Manual Task (Case) ▼

Start Date:

Task Name:

Description:

Case Name: Monster, Zoey E. (9221905) ▼

[Participant\(s\)](#): N/A

Created On:

Completed On:

Created By:

Completed By:

[Due/End Date:](#)

### Worker Information

Responsible Worker: Worker, Richard J. ▼

[Shared With:](#)

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**Note:** The Start Date field is optional and can be used if a task or event stretches over multiple days.

The Completed On field is used to indicate when a particular task has been completed. Once a date is entered and page saved, the task no longer displays on the Task List, and displays as completed on the calendar.

## For Supervisors:

Supervisors have additional options on the Task List to help with managing their workers workloads.

For the View, supervisors see the following options:

- Escalated: - This option allows supervisors to choose whether or not ticklers escalated to them by workers display.
- Worker: - This drop down allows a supervisor to view tasks for a particular worker.
- My County – Checking this box allows supervisors to see not only their own workers, but all workers for their county in the Worker dropdown.

View

Worker: Supervisor, County ☐ My County Due: Next 10 Days Escalated: Include Case: All

Task List as of 4/9/15 11:12 AM

Due Date	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With
02/13/14	-420	Bayfield, Mom (9223800)	Bayfield, Kid (9228912)	CSE	Supervisor, County	
03/01/14	-404	Fox, Mom (9223743)	N/A	IA Due	Supervisor, County	
03/05/14	400	Bayfield, Mom (9223800)	Bayfield, Kid (9228912)	30 day CANS	Supervisor, County	

Supervisors also have the ability to create Manual Tasks for their workers. When a supervisor is viewing a workers task list clicking the Create Task link will create a task for that worker. Additionally, supervisors have the ability to change the responsible worker in the dropdown and share the task with multiple workers by clicking the Shared With link.

Task Details

Type: Manual Task (Other) Created On: 04/06/2015 Created By: Supervisor, County

Start Date: 00/00/0000 Due/End Date: 04/06/2015 Completed On: 00/00/0000 Completed By:

Task Name: Task 3

Description:

Worker Information

Responsible Worker: Supervisor, County ☐ My County's Workers

Shared With: DefaultWorker, Green; Worker - Green, County

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